

7 July 1968

For Support Bulletin

Vital Records Program

We all associate the term "Semper Paratus" with our Nation's number One defender. We, in this Agency, have a program that requires Preparedness.

The success of our Survival as a Nation could be jeopardized if our Vital Records Collection is not current, complete, and available at time of emergency. Each office should make certain that all records essential to the carrying out of it's essential emergency operations are identified on Vital Records Deposit Schedules.

For advice on this all important program contact your Records Officer of the Agency's Records Administration Staff.



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Vital Records Program

EMERGENCIES?

"Semper Paratus" say the Coast Guard. Can you say the same? Are you prepared if a fire, flood, or riot tears up your office? What about national defense in time of war? The Vital Records Program is designed to reconstitute your operation after the initial crisis or during an emergency. Modern and effective offices in government and industry have Vital Records Schedules and up to date collections in their emergency storage. "Be Prepared," say the Boy Scouts. Call your Records Management Officer about identifying and protecting your Vital Records. If you have a Program ask him to review and update it.

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Filing Equipment and Supplies

OFFICE CLAUSTROPHOBIA?

If you are experiencing a cramped feeling in your Office, or are trying to make room for an additional desk, call your Records Management Officer for help. In recent years manufacturers have developed new filing systems, equipment, and supplies that provide much greater capacities, require less floor space, and increase the speed of records filing and retrieving. The Central Records Staff keeps abreast of these developments for your RMO. New style folders, labels, guides, and other supplies are made to improve file operations. Recent innovations in the filing equipment field include "shelf files", "optical file scanners", "mechanized rotary files", "cabinets that fit atop file cabinets", "mobile shelving on tracks", "roll-out files", "motorized shelving", and other exotic types. Many of these can reduce floor space requirements by half yet double the filing capacity. Not every file needs automation, but any file can be improved.